

Frequently Asked Questions

- I am interested in State employment. How do I apply for a position at the Indiana Department of Education?
Visit the [State Personnel Job Bank](#) to view and apply for open positions within our agency.
- I have been asked to post positions for more than one school corporation or charter school in Indiana. How can I do that if I am restricted to posting for only one corp? You need to contact the corporation or charter school and have them set up an email address for you to use. Then, use that email account to sign up for an account on DOE Online. This means you will have more than one account on DOE Online.
- Who do I contact for information about licensing in Indiana?
For information on licensing go to [this site](#) or call (317) 232-9010.
- Who can post jobs to the School Personnel Job Bank?
Employees of public and state-accredited nonpublic schools can request an account to create and manage job postings on behalf of the school or school corporation.
- How do I request an account?
[Click here](#) to request an account. Once your account is activated, you can manage your job postings by going to <https://dc.doe.state.in.us/doeonline/login.aspx>. Once you login and have reset your password for the first time, navigate to School Personnel Job Bank >> Job Posting Administration.
- Why aren't all school-related jobs in Indiana posted in the Job Bank?
Unlike some states, Indiana schools are not required to report their job openings to the Indiana Department of Education. Positions posted here are reported voluntarily.
- Where can I find other job openings?
If you graduated in-state, work with your [college's placement office](#) (others may be charged a fee). Or, contact the [school corporation offices](#) in or around the county where you wish to find employment to inquire about openings in that area.
- Can I copy and paste text into a field when posting a position?
Yes. Be careful that you do not exceed the maximum number of allowed characters per large text field - which is 4,000. If you exceed the max allowed in any field, you will receive this error: Unable to store the Job information. Please contact jobs-support@doe.in.gov for assistance. **We have noticed that if you have heavily formatted text, the 4,000 character limit is reached fast.** Formatted text (bold, colored, etc.) contains hidden characters which add to the total 4,000 character limit.